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1 February 1966

MEMORANDUM FOR: Chairman, USIB

SUBJECT   :   CODIB Report of Task Team IV (Installations)

BACKGROUND

1.   Since 1955, USIB has become increasingly concerned about the problem of handling intelligence information, and counts on its Committee on Documentation (CODIB) for assistance in this field.

2.   The mission of CODIB is "to promote means by which the intelligence community can make optimal use of information of intelligence value however recorded" (DCID 1/4, para. 2).

3.   The major CODIB attack on its problem was a detailed survey made by a group especially formed in 1961 known as the Staff for the Community Information Processing Study (SCIPS). USIB acted on the SCIPS Report in April 1964. Nine CODIB task teams are now completing their efforts to carry out USIB's directive. [See TAB A for the questions posed to the various task teams; and TAB B for a current progress report of these teams.]

4.   The report now being considered is that of Task Team IV (Installations), whose task it was to develop a uniform system by which the community could refer to installations of intelligence interest. The term "installations" is used generically and may refer, for example, to geographic features as well.

FINDINGS

5.   CODIB has settled upon the DIA schemes for numbering installations and for indicating their function, and has agreed that a minimum of five elements will be used to maximize chances of reliable identification.


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GROUP 1
Excluded from automatic
downgrading and
declassification
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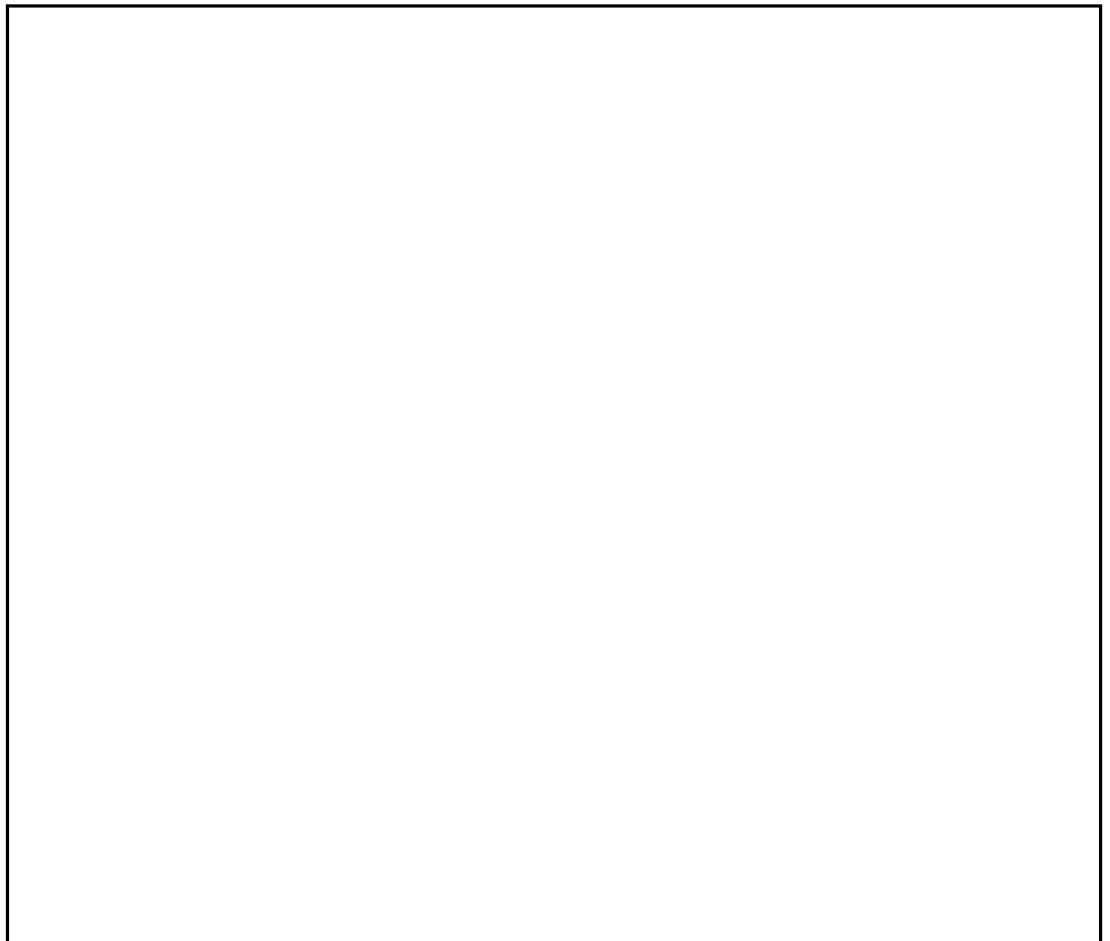
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6. Costs of implementing the recommendations will be almost exclusively borne by operating units requiring schemes for controlling files of target-type information. (In CIA these would be NPIC; OCR Foreign Installations Branch; OCR Special Register.) Given workable arrangements for implementing the proposals, the longer run benefits of avoiding confusion should far exceed the shorter run annoyance of getting on the same wave length.

SPECIFIC GAINS SOUGHT

7. There follow two examples of difficulties prevalent because community components now rely on different systems to control target-type information. The proposals will no doubt reduce such cases.

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WHY CODIB MODIFIED TASK TEAM RECOMMENDATION

8. The DIA systems as presently operating do have short-comings. Hence the CIA reservation about adopting them without promise of modification.

. <u>Limitation of Naming Scheme to 38 Characters</u>

   - Scientific Research Institute of Terrestrial Magnetism, Ionosphere, and Radio Wave Propogation.
     [This has 95 spaces; 38 space limitation would cut name off at second "e" in Terrestrial.]

   - State Scientific Research Institute of Asbestos, Micas, Cements, and Planning Construction of Mica Industrial Enterprises.
     [This has 121 spaces; 38 space limitation would cut name off after first "of" and thus preclude inclusion of any descriptive portion of title.]

. <u>Gaps in Functional Code</u>

   - DIA functional codes are adequate for communi-cations, transportation, industrial, and military facilities. Many installation (or organization) types of specific interest to CIA are either omitted or treated very generally in the DIA schedule. Among those omitted are: National Legislature; Judiciary; Political Parties (Communist and Non-Communist); Secret Police; Intelligence and Espionage; Guerrilla/Insurgent Installations/Bases. And Scientific Organizations are treated only generally.

. <u>Flexibility in Application of Scheme</u>

   - Often references in a document to an installation are other than those on which we have agreed to standardize. In other words, we may not be able to tell from a report that the installation reported on is indeed what it is known to be from other reports. In such situations, the system

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to be used must permit the indexing component to 25X1
use whatever identifers it may need to control
the reported information. [Example: Air Force

the CIA Special Register had not used many more
than 4 identifiers, these matters would never have
been sorted out.

CONCLUSION

9. The CODIB proposal to use the DIA schemes for identifying
installations is sound, inasmuch as provisions have been made
to accommodate CIA needs. The conditions are acceptable to DIA,
which is the logical organization to serve as executive agent
for the community in this field.

RECOMMENDATION

10. That Chairman USIB and the CIA Member accept the CODIB
recommendations as made and urge their approval by USIB itself.

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Chairman
USIB Committee on Documentation

Attachments

cc: CIA Member, USIB
      Alternate CIA Member, USIB
      Executive Secretary, USIB
      CIA Member, CODIB
      USIB Support Officer, DDI
      Secretary, CODIB
      Chief, CODIB Support Staff

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TAB A

CODIB TASK TEAM EFFORT

I. Content Control in Information Flow

What schemes of identifying the substantive content of intelligence items at or near the time of their publication should be pursued with the view of primarily facilitating their dissemination? How shallow should these be? To what degree would such methods assist machine processing? How early in the information cycle should they be applied? What is the potential ease of maintenance and control? What usefulness would such schemes have to storage and retrieval? What would be their potential efficiency and economy?

II. Standardized Inventory of Series-Type Information Items

To what extent would standardization of bibliographic elements be useful for file interchange among systems? For avoidance of unnecessary duplication in processing? What would be the trade-offs in establishing a Community Register? To what degree should bibliographic elements be standardized?

III. Foreign Publications

To what extent should foreign publications be acquired? What are preferable methods of acquainting the consumer with information therein - title lists? abstracts? programmed flow of extracts of information desired? Is it more profitable to index and store some or all of the information in untranslated form and translate upon retrieval? What are the prospects for usable machine translation? machine abstracting?

IV. Foreign Installations Data

What elements can be most profitably standardized for the identification of physical installations and geographic features?

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V. Biographic Data

How can the storage, retrieval and exchange of information between the major name files be improved? What methods for positive name identification should be used? How can name variants be best handled? What are the potentials of machine manipulation?

VI. Research and Development

To what extent should intelligence fund the R&D of information handling? What information handling activities of the intelligence community are unique? In what areas should intelligence rely on general Government information handling R&D? What criteria should be used as to what constitutes a reasonable information data handling system?

VII. Analyst-to-Analyst Communication

What methods should be used to improve communications between analysts, covering not only substantive information but also personal judgment and expertise? What centralized directory services be profitable? What data should be collected, published and/or maintained to facilitate greater communication?

VIII. Photo Chip

Several forms of photo chips are used by the community for operational, analytic and general reference purposes. What are the pros and cons of developing a standard photo chip for all purposes? What are the optimum parameters of a standard photo chip? Should such a standard be confined to photography or also cover document storage? Is photo chip the most practical method for storage and retrieval over the next decade or are there other methods or systems that we should be looking at or developing?

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IX. Intelligence ADP Systems

Should a central file or library of ADP
systems by the intelligence community be maintained?
Would it effectively assist reference and coordina-
tion? What elements should it cover? -- equipment,
programs, data files? Should there be publication
of such assembled information? Would it facilitate
development of more uniform or compatible systems?

TAB B

S-E-C-R-E-T

CODIB-D-112/6.1
28 January 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 October - 31 December 1965

I. CONTENT CONTROL

This Task Team has held a total of 37 meetings, eight during this quarter. Members have reported a total of 1615* hours devoted to this effort. An interim report to CODIB containing the Content Control scheme developed by the Task Team is now being typed on masters and should be distributed to CODIB members about mid-February, 1966. An observer from the Content Control Task Team participated in the activities of a non-USIB Country Code Task Group sponsored by the Bureau of Budget in an attempt to provide for coordination between the two efforts.

II. ITEM IDENTIFICATION

This Task Team was dissolved, its work having been completed in the previous quarter. The Team report together with CODIB comments and recommendations thereon, was forwarded to the USIB Secretariat just prior to the end of 1965 (distributed for subsequent USIB action as USIB-D-39.7/14, dated 17 January 1966). CODIB recommended that USIB direct the CIA to undertake the task of implementing and operating an Item Register System as outlined in the report, and to develop item description element standards plus an implementation plan for CODIB approval.

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*Does not include time spent by members of the CODIB Support Staff.

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III. FOREIGN PUBLICATIONS

This Task Team has held a total of 17 meetings, two during this quarter; in addition, a working group on transliteration has held a total of eight meetings, one during this quarter. Manhour investment to date totals 1080* hours. The second draft of the Team's report is now being reviewed by each Team member; transmittal to CODIB is expected by mid-February, 1966. The working group on transliteration completed its report to the Team, and its findings and recommendation were incorporated in the Team's report.

IV. INSTALLATIONS

This Task Team has completed its work and has been dissolved. It held 13 meetings and devoted 1222* hours to the effort. Its report, together with CODIB comments and recommendations thereon, was forwarded to USIB as USIB-D-39.7/13, dated 5 January 1966.

V. BIOGRAPHICS

This Task Team has held a total of 18 meetings, six during this quarter; in addition, two working groups have held a total of 13 meetings, two during this quarter. Members have reported a total of 3993* hours devoted to this effort. The Team has drafted its report to CODIB and several revisions thereof. The final version is now being typed on masters and will be forwarded to CODIB by the first of February, 1966.

VI. RESEARCH AND DEVELOPMENT

The Task Team's report was delivered to CODIB on 30 September, and the Team has held no further meetings. The report was reviewed by the various agencies and discussed at the CODIB meeting on 16 December 1965; the CIA member was asked to prepare a draft CODIB position for consideration at the next CODIB meeting. Concurrently, CODIB and the Task Team will be /and subsequently were7 briefed by NPIC on its information processing program and by the Board of National Estimates on feed-back from users, these having been found to be areas where additional fact-finding would be useful.

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VII. ANALYST COMMUNICATION

This Task Team has held six meetings, none during this quarter, and has expended a total of 268* manhours. An interim report, prepared by the Team during the previous quarter, was discussed by CODIB at its meeting on 15 November 1965, and the Team was directed to complete its survey of analysts concerned with Latin America, then expand the survey to include analysts involved in other areas.

VIII. PHOTO CHIP

This Task Team has held eleven formal meetings, one (a four-day meeting) during this quarter. In addition, one or more members have worked almost full-time since May, 1965 on the Team report. Members have reported a total of 5715* hours devoted to this effort. During the four-day meeting in December, the Team carefully reviewed a draft of the report. Suggested revisions are now being incorporated into the final version which will be mailed to all Team members for review before the end of January, 1966, with subsequent distribution to CODIB expected by the end of February.

IX. ADP SYSTEMS LIBRARY

This Task Team has held 18 meetings, three during this quarter; total time expended to date is 1172* hours. The Team report, which includes an instruction manual for reporting of data on ADPS files and programs, has been forwarded to the CODIB Support Staff. The Task Team agreed that reporting of 20 file description elements should be mandatory for the non-DoD USIB Agencies, and that reporting on 13 other file description elements should be left optional. The DIA-DoD Intelligence ADPS Catalog System, of which the USIB ADPS Library would be a subset, requires reporting by the DoD intelligence agencies on all 33 file description elements. The Team also agreed that reporting on 18 ADPS program description elements should be mandatory and that reporting on eight additional program description elements should be left optional. The DoD-DIA system requires all DoD intelligence agencies to report on all 26 program description elements.